

Charlottesville Circuit Court Clerk's Office

Same Day Recording Procedure

Effective Monday, April 6th, 2020

Pursuant the Virginia Supreme Court's Judicial Emergency Orders and the Governor's Executive Orders, we are adjusting our procedures to limit in person contact while we continue to provide essential services to our customers.

Effective Monday, April 6th, 2020, the procedure for same day recordation is as follows:

Drop Box at Front Door

1. Documents & payments (assuming there are no issues as to the document or the payment) *dropped off by 4 p.m. will be recorded the same day.*
2. If you want us to review your documents and calculate your payment amount ahead of time, please scan and email your document to duggerl@charlottesville.org *any time before noon* on the day you want to record. Someone from my office will review, calculate, and respond to your email *by 3:30 p.m. that day.*
3. Please provide a self-addressed stamped envelope so we can return the originals to you. If you want us to email you a copy of the receipt to prove recordation, please put a post-it on the document with your email on it.
4. The Drop Box will be put outside our public entrance door at 8:30 a.m. Monday thru Friday. It will be checked and emptied throughout the day by one of my Deputies. At 4 p.m., the Drop Box will be brought into our office.

NOTE: We encourage folks to use mail or overnight delivery if at all possible.